

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2003-79	Opening Date:	5/20/03	Closing Date:	6/11/03
Position/Position Number:	Materials Handler WG-6907-5 (#4209A)	Organizational Location:	Logistics Management Service Temple ICF		
Salary Range:	WG-5: \$11.22 - \$13.09 Per Hour	Area of Consideration:	CURRENT PERMANENT EMPLOYEES OF CTVHCS		

Duties and Responsibilities:

Hours of work: 8:00 a.m. 4:30 Monday – Friday. Warehouse workers are responsible for handling the receipt of incoming shipments from numerous vendors, i.e., commercial, VA Supply Depot, GSA, Federal Prisons, etc. They are also responsible for making the correct selection and issues from stock from VA Forms 90-2237 requests and computer printouts from ISMS. Incumbent is responsible for the accuracy of receipts from the off-loading of the shipment until such time as the receiving report documents have been processed, proper storage location is determined and product(s) are stored and/or delivered. Incumbents must possess skills and knowledge required for receiving, issuing and accounting for every type of product and equipment needed in an active medical center. Incumbent is assigned a wide variety and range of duties requiring special knowledge of warehouse plans, methods and procedures for material handling. They must be able to know when to segregate product material as to property class, condition, and the type of transaction needed, prepare reports for over, short and damaged shipments. Must be knowledgeable in the skill of building pallet loads of items according to type of conveyance; checking condition of shipping containers prior to loading of outgoing shipments, and may use pallet measuring gauges for proper heights and widths of loads. Must be able to identify and report tampered or broken seals on boxcars, damaged incoming shipments, and corroded, rusted, crushed, or deteriorating items in warehouse storage. Must have knowledge of IFCAP automated purchase and receiving system in order to properly process receiving reports for items received. Must have a comprehensive knowledge of how to handle, store, and issue acids, gases, flammable liquids, and other hazardous materials.

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Handbook X118C, available in Human Resources Management Service. Applicants must have sufficient training and experience to perform the duties of the position on own initiative, under normal supervision.

It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of this announcement.

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

ELEMENT 1: Ability to do the work of the position without more than normal supervision (screen-out).

ELEMENT 25A: Work practices neatness, cleanliness, and accuracy.

ELEMENT 25E: Technical knowledge of warehousing procedures.

ELEMENT 75B: Ability to interpret and process supply documents.

ELEMENT 82A: Knowledge of warehousing materials, tools and equipment.

ELEMENT 86: Safety and Dexterity. Able to work with dexterity and safety with satisfactory speed, quality and accuracy.

How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.texvet.com/HRMS/forms.htm>. VA FORM 5-4078 MUST BE RECEIVED IN HRMS, TEMPLE, BY CLOSE OF BUSINESS ON CLOSING DATE OF ANNOUNCEMENT. VA FORMS 5-4676A AND 5-4667B MUST BE RECEIVED WITH SEVEN (7) CALENDAR DAYS AFTER THE CLOSING DATE OF ANNOUNCEMENT. Refer all questions to Karen Young, Human Resource Specialist, extension 39-5513.

NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Karen Young ext 39-5513. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A **BARGAINING** UNIT POSITION.

CTVHCS IS A SMOKE-FREE ENVIRONMENT.

IF PATIENT NEEDS ARISE, THE INCUMBENT OF THE ABOVE POSITION MAY BE REASSIGNED TO THE WACO OR MARLIN INTEGRATED CLINICAL FACILITY WITHIN THE CENTRAL TEXAS VETERANS HEALTH CARE SYSTEM.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW.